

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Brent Tarter/Jefferson Looney</i>
2. Database Title: <i>Dictionary of Virginia Biography Master List</i>	5. Phone Number: <i>804-692-3721/692-3726</i>
3. Database Acronym: <i>DVBLIST</i>	6. Signature & Date: <i>[Signature] C. Puerto 4/11</i>
7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>  <i>(See Attached)</i>	
Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97



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### Memorandum

To: Preston Huff, Mary Clark, The Library of Virginia  
From: Brent Tarter, <sup>PL</sup>Assistant Director  
Division of Publications and Educational Services, The Library of Virginia  
Date: 11 July 1997  
Subject: *Dictionary of Virginia Biography* Master List Database

1. The Library of Virginia (# 202), Division of Publications and Educational Services.
2. *Dictionary of Virginia Biography* Master List.
3. DVBLIST.
4. Brent Tarter, J. Jefferson Looney.
5. 804-692-3721    804-692-3726.
6. 11 July 1997.

7. A master list of the more than 18,000 names (including some biographical data about each) of subjects under consideration for inclusion in the Library of Virginia's forthcoming multivolume encyclopedic reference work, the *Dictionary of Virginia Biography*. The database is kept in a non-networked computer in dBASE IV and is used to keep track of the status of each of the biographies during the progress of the project from compilation of the original master list through publication of the volumes. There is and will be no public access to this editorial control database, and only the two senior project editors (Brent Tarter and J. Jefferson Looney) are qualified in the operation of the dBASE IV program.

8. 20 June 1997.
9. The database is updated and backed up twice monthly.
10. Not applicable.